

# NONCOMMISSIONED OFFICER VACANCY ANNOUNCEMENT

## (Traditional Guardsman)

### **NEW YORK AIR NATIONAL GUARD**

107th Airlift Wing  
9910 Blewett Avenue  
Niagara Falls, NY 14304-6001

UNIT: **136 Airlift Squadron**  
Niagara Falls ARS, NY 14304-6001

POSITION TITLE: **First Sergeant**

MAX AVAILABLE GRADE: MSgt

SCHOOL TRAINING: 18 days no holiday/21 days  
with holiday

ANNOUNCEMENT #: NF 14-17

DATE: 3 February 2014

CLOSING DATE: 4 March 2014

AFSC: 8F000

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AREA OF CONSIDERATION: **Technicians and  
traditional guardsman only**

All candidates may apply who meet the basic  
qualifications for this position and who are eligible  
for membership in the NYANG.

### **SPECIALTY SUMMARY**

(As outlined in AFI 36-2113 19 Dec 2007 and AFECDD 30 October 2013)

Principal advisor to the commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Related DoD Occupational Subgroup: 152100.

### **DUTIES AND RESPONSIBILITIES:**

- Provides the commander a mission-ready enlisted force to execute the unit mission. Must remain vigilant for, and move to resolve, issues that, left unchecked, would adversely impact the readiness of enlisted members. Prepares enlisted personnel of the organization to deploy in support of mission requirements. Exercise the necessary leadership to provide and sustain a mission-ready workforce for the commander.
- Advises the commander on a wide range of topics including the health, esprit de corps, discipline, mentoring, well-being, career progression, professional development, and recognition of all assigned enlisted members. Assists the commander in preparation and execution of unit training and information programs (e.g. commander's call).
- Works with fellow senior noncommissioned officers (SNCO) and supervisory personnel to ensure discipline is equitably maintained, and the health, esprit de corps, discipline, mentoring, and welfare of the enlisted force are met. Provides leadership and guidance to supervisors and members enabling them to resolve problems or complaints at the lowest level.
- Supports and promotes professional military education activities. Corrects conduct prejudicial to good order and discipline.
- Assists enlisted personnel in adapting to military environment and adjusting to the organization and duty assignments.
- Supervises administrative actions directed by the commander. Coordinates with supervisors of enlisted personnel to schedule unit functions, duties, leave, passes and other absences from duty.

- Works closely with the Command Chief Master Sergeant to ensure enlisted members understand and are prepared to execute the mission. Develops and executes specific goals, plans, and objectives to address issues related to enlisted members.

## QUALIFICATIONS AND SELECTIONS FACTORS

Selection for this position will be made without regard to race, religion, color, creed, gender, or national origin. Applications are subject to review by the FSS Commander. If all mandatory requirements are met, applicants must meet an Interview Board. The requirements and qualifications prescribed in this announcement are the minimum for this position.

## SPECIALTY QUALIFICATIONS

**KNOWLEDGE:** Knowledge is mandatory of: personnel management with emphasis on quality force indicators, personnel, and administration; military training; Air Force organization; drill and ceremonies; customs and courtesies; sanitation and hygiene; military justice; and counseling techniques.

**EDUCATION:** For entry into this SDI, completion of high school or general educational development equivalency.

**OTHER:** The following are mandatory as indicated: ability to speak distinctly, and prior qualification at the 7- or 9- skill level in any AFSC.

## MINIMUM QUALIFICATIONS: IAW AFI 36-2113, Chapter 7

- Applicants must be in the grade of technical sergeant or master sergeant. Technical sergeants may be boarded for master sergeant positions only if they are eligible for promotion to master sergeant under the provisions of the retraining promotion program in ANGI 36-2502, *Promotion of Airmen, Air National Guard*, and must be promoted immediately upon assignment to the UMD position. As a condition of promotion under the retraining program.
- The member must sign the following statement; "I agree to attend the USAF First Sergeant Academy within 12 months of my assignment as first sergeant. Failure to complete this requirement will result in my removal from the first sergeant position and immediate demotion."
- Highly motivated
- Must possess exceptional communication, leadership and managerial skills.
- Have a minimum physical profile of PULHES 32221
- Have a minimum ASVAB score of 41 administrative and 62 general, and possess a 7-skill level.
- Must be financially stable
- Must meet minimum USAF and ANG standards and overall image must exceed minimum standards.
- Must maintain a passing physical fitness assessment.
- Must have completed the NCO Academy Course (in-residence or by correspondence) prior to application. In residence attendance is highly desired.
- Personnel must agree to complete the SNCO Academy Course in residence or by correspondence within 3 years from date of graduation from the USAF First Sergeant Academy.

- Personnel must agree to serve tenure of no less than 36 months from date of graduating from the FSA. If the member was a prior first sergeant, the tenure starts the day of assignment. At the end of a 3 year tour, the hiring authority and wing command chief will conduct a review of the first sergeant performance. Additional period beyond 3 years is at the discretion and approval of the hiring authority.

#### **APPLICATION PROCEDURES:**

Applicants will prepare and forward a cover letter, resume of military experience, v-MPF Record Review RIP, and current fitness test no later than close of business on 4 March 2014, closing date of this vacancy announcement.

**Complete application package must be received no later than close-of business on the closing date of the vacancy announcement, 4 March 2014. Incomplete packages will not be considered. For more information or questions contact SMSgt Jeffrey M. Wilczek at (716) 236-3626 or by e-mail at [jeffrey.wilczek@ang.af.mil](mailto:jeffrey.wilczek@ang.af.mil).**

**MAIL APPLICATION TO:** 107<sup>TH</sup> AW FSS/FSM  
9910 Blewett Avenue  
Niagara Falls, NY 14304-6001  
ATTN: SMSgt Jeffrey M. Wilczek

**Or Email Application To:** [107AW.FSS.Customer.Service@ang.af.mil](mailto:107AW.FSS.Customer.Service@ang.af.mil)

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